

S-E-C-R-E-T

*Recd  
7 Nov 1955*

CTR

OFFICE OF TRAINING REGULATION NO. 5-2

18 April 1955

SUBJECT: CTR Regulatory Issuances

RESCISSION: CTR Regulation No. 5-2, dated 11 April 1952

### 1. GENERAL

This regulation sets forth the basic responsibilities and procedures for the development and publication of Office of Training regulatory issuances.

### 2. POLICY

The Regulation and the Notice series are used by the Director of Training as a means of establishing policy and procedures required for the effective functioning of the Office of Training.

### 3. RESPONSIBILITIES

- a. Staff and School Chiefs are primarily responsible for proposing regulations and notices for the control and direction of the functions with which they are individually charged.
- b. The Chief, Administrative Branch, Support Staff, is responsible for review and coordination of all proposed regulatory issuances, integration of the proposed material into the regulatory system, and determination of distribution of approved issuances.

### 4. PROCEDURES

- a. Drafts of proposed regulatory issuances will be forwarded to the Chief, Administrative Branch, Support Staff, for review, coordination, authentication, assignment of issuance numbers, and determination of distribution.
- b. Where applicable, the first regulation in each subject category will be a basic issuance establishing CTR policies in that category, as well as the responsibilities for implementing these policies. Detailed procedures conveying specific functions and activities should be issued in separate regulations in order to avoid frequent revision of the basic regulations.



MATTHEW BAIRD  
Director of Training

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Distribution: All CTR Personnel

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